

JOB OPPORTUNITY

POSTING DATE

**MASSACHUSETTS TRIAL COURT
JOB DESCRIPTION AND QUALIFICATIONS
FOR
BUILDING SYSTEMS MANAGER
COURT FACILITIES BUREAU**

All applications must be received by

POSITION SUMMARY:

Under the direction of the State Wide Building Systems Administrator, the Building Systems Manager shall establish and maintain programs for the performance of the building systems . Said programs shall include a routine review and inspection of the various mechanical, electrical, life safety, plumbing and elevator / escalator equipment and shall include a checklist of items reviewed and relative dates of review.

MAJOR DUTIES:

- The Building Manager shall supervise the daily performance of the building systems and shall be responsible for adjusting performances of equipment to assure a proper building environment .
- The Building Manager shall maintain a log of all concerns / complaints submitted by building occupants and shall investigate all complaints; this investigation shall include a response back to the initiator of the complaint .
- The Building Manager shall be familiar with and have a working knowledge of such regulatory items as the State Building Code especially as it relates to access and egress; the National Fire Protection Association (NFPA) as it relates to the performance of the fire alarm system and the sprinkler system including the maintenance of same; the State elevator code as it relates to the performance and maintenance of elevators and escalators; the BOCA code as it relates to the performance of the ventilation system (supply and return air); the National/State electrical code as it relates to the maintenance of electrical equipment and switchgear.
- The Building Systems Manager shall be versed with the performance of the several parts of the building systems so that the manager shall be able to detect and identify issues / problems as they arise.
- The Building Systems Manager shall be computer literate and shall be expected to adjust, monitor, and provide input into computer controlled equipment.
- The Building Systems Manager shall be expected to report building performance monthly.

- The Building Systems Manager shall maintain an inventory of plans, specifications, record drawings, cuts, catalogs, instructional material and performance records.
- The Building Systems Manager shall supervise the performance of equipment maintenance contractors.

SUPERVISION RECEIVED:

General direction is received from the State Wide Building Systems Administrator in performing duties in accordance with established guidelines.

SUPERVISION EXERCISED:

Supervises the work of professional/technical staff for the Court Facilities Bureau.

POSITION REQUIREMENTS:

- The Building Systems Manager shall possess no less than 8 years of “hands on” experience in a supervisory capacity, as a building systems manager or as a maintenance engineer versed in the diagnosis, repair, and adjustment(s) of building systems; a 4 year undergraduate degree in mechanical engineering which may be substituted for 3 years of practical experience.
- Department of Public Safety Construction Supervisor license preferred.
- Department of public Safety Refrigeration Technician license preferred.
- Knowledge of building materials and their use in the maintenance/repair and operation of large buildings.
- Experience in interpreting blueprints and plans, estimating costs for renovations, maintenance/repair of facility systems and supervising skilled technical staff at multiple work sites.
- Working knowledge of automated energy management systems and Direct Digital control systems.

SALARY RANGE:

Beginning at: \$55,235.36 with annual increases to \$70,299.54

Completed Applications for Employment (Rev 7/98) should be forwarded to:

**Suffolk County Courthouse
Court Facilities Bureau
3 Pemberton Square, Room 210
Boston, MA 02108
Attn: Maureen Lyons**

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs>

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER